



SAFETY AND HEALTH PROGRAM

PURPOSE

This instruction supplements Agricultural Marketing Service (AMS) Issuance 4790 Safety and Health Handbook and sets forth the policy, authorities, and responsibilities for the Meat Grading and Certification (MGC) Branch Safety and Health Program.

POLICY

It is MGC Branch policy to administer a Safety and Health Program that identifies and strives to eliminate employee exposure to potentially hazardous working conditions, and minimize MGC Branch employees' work related injuries and illnesses. MGC Branch employees will not work in conditions which are immediately dangerous to life or health (imminent danger).

I. Responsibilities

- A. MGC Branch supervisors will: (1) ensure that employees work in a safe and healthful environment; (2) investigate, report and document all job-related accidents, injuries, or illnesses; (3) brief all employees on safety and health policies and procedures applicable to the worksite and enforce such policies; (4) conduct and document reviews of work areas to ensure that employees are not exposed to imminent danger; (5) begin action to correct conditions which expose MGC Branch employees to hazards; (6) provide safety and health training (including training employees to recognize and eliminate hazards) to each employee; and (7) order work stoppage when serious and imminent safety hazards threaten employees.
- B. Employees must: (1) comply with all safety and health policies issued by AMS and the MGC Branch; (2) perform tasks in a safe manner; (3) report job-related hazardous conditions, job-related accidents, illnesses, or injuries to their immediate supervisor; and (4) wear and maintain required personal protective equipment. More specific instructions are in the Basic Agreement Between the Meat Grading and Certification Branch, Livestock and Seed Program, Agricultural Marketing Service, U.S. Department of Agriculture and the National Meat Graders' Council, American Federation of Government Employees, AFL-CIO; AMS Issuance 4790, Chapter 7, "Personal Protective Equipment," Section 7.8, "Head Protection," Section 7.9, "Foot Protection," Part B, Chapter 4, "Noise Abatement and Hearing Conservation", and MGC Instruction 406 Hearing Conservation Program.

II. Inspections

Each MGC Branch employee is responsible for safety and health inspections in their workplace. Immediate supervisors and assigned employees at the workplace will use the Safety Review for Plant Facilities form (**Exhibit A**) to record an annual review of the

worksite for unsafe or unhealthful conditions. The immediate supervisor will begin action to correct conditions which expose MGC Branch employees to hazards. Applicable records will be kept in accordance with AMS Issuance 4790, Chapter 2, "Inspections, Abatement of Hazards, Accident Reporting and Investigation, and Employee Reports of Unsafe and/or Unhealthful Working Conditions," Section 2.4 "Record of Inspections and Reviews." Written reports of workplace inspections will be managed in accordance with Chapter 2, Section 2.4.B.

III. Knives and Weapons in the Workplace

Branch policy prohibits employees from using knives in connection with official duties. This includes removing incorrect grade marks, stamps or other official identification marks. The use of knives creates a life threatening risk to the employee, coworkers and others, and may also contaminate meat by spreading microorganisms. When grademark removal or other use of a knife is necessary, employees are to request plant personnel to remove the grademarks.

In accordance with Federal Management Regulations 102-74.440, Federal law prohibits the knowing possession or the causing to be present of firearms or other dangerous weapons in federal facilities by all persons not specifically authorized by Title 18 United States Code, Section 930(c).

IV. Accident Reporting and Investigations

Work-related accidents and injuries must be reported and the applicable documents retained in accordance with AMS Issuance 4790, Chapter 2, "Inspections, Abatement of Hazards, Accident Reporting and Investigation, and Employee Reports of Unsafe and/or Unhealthful Working Conditions," Section 2.7, "Accident Reporting and Investigation."



V. Reports of Unsafe or Unhealthful Conditions

Employees or employee representatives may report unsafe or unhealthful working conditions to his/her immediate supervisor and may, on request, remain anonymous. Employees will not be subjected to restraint, interference, coercion, discrimination or reprisal for reporting unsafe or unhealthful working conditions. Reports must be submitted on the Occupational Safety and Health (OSH) Report (**Exhibit B**). Each OSH report will be recorded in a log at the Office of Field Operations (OFO). Unsafe or unhealthful working conditions investigations will be conducted in accordance with AMS Issuance 4790, Chapter 2, "Inspections, Abatement of Hazards, Accident Reporting and Investigation, and Employee Reports of Unsafe and/or Unhealthful Working Conditions," Section 2.8, "Reports of Unsafe or Unhealthful Conditions." Employees or employee representatives who submit a report will be notified in accordance with Chapter 2, Section 2.8, G.

VI. Appeals

If the OSH report originator is dissatisfied with the assessment of the alleged hazard or the action(s) taken to abate a confirmed hazard, he/she can appeal in accordance with AMS Issuance 4790, Chapter 2, "Inspections, Abatement of Hazards, Accident Reporting and Investigation, and Employee Reports of Unsafe and/or Unhealthful Working

Conditions,” Section 2.9, “Appeals,” and Section 2.10, “Reports To The Occupational Safety And Health Administration.”

	
Exhibit A Safety Review for Plant Facilities	Exhibit B Occupational Safety and Health Report

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.

MEAT GRADING AND CERTIFICATION BRANCH SAFETY REVIEW FOR PLANT FACILITIES

Date _____ Plant Name and Location _____

Reviews _____

YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The USDA Safety Poster is displayed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Emergency phone numbers (security, fire, police, and health unit) are posted by the telephone.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MGC Branch employees are aware of emergency evacuation procedures for the facility.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The areas frequented by MGC Branch employees have sufficient exits to permit prompt egress in an emergency.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The facility contains a health unit.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MGC Branch Employees know the location of the Material Safety Data Sheets (MSDS).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ventilation is adequate near Carbon Dioxide (CO2).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	An emergency plan is posted for a Carbon Dioxide (CO2) emergency.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floors where MGC Branch employees work are clean and provide proper footing.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MGC Branch employees participate in safety briefings conducted at the facility.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The supervisor discusses safety issues at the facility (at least annually).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The GSA vehicle contains an accident kit.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MGC Branch employee's POV, used for official Government business, contains an accident kit.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Designated parking at the facility is secure and adequately lighted.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MGC Branch employees' office furniture is in good condition with proper casters; no sharp edges, points, or splinters; and drawers glide easily and are closed when not in use.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MGC Branch employees have been instructed on the proper use of personal protective equipment.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MGC Branch employees know how to use and care for personal protective equipment.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Designated areas for wearing hearing protection are posted in the grader's office.

MGC Branch employees wear personal protective equipment. (Check all that apply.)

- ☐ None ☐ Hearing Protection ☐ Safety Shoes ☐ Wrist Supports
☐ Hard Hats ☐ Cooler Coats/Frocks ☐ Back Supports

Please describe any safety concerns.

Grader Representative's Name

Signature

Supervisor's Name

Signature

Exhibit B

**United States Department of Agriculture
Agricultural Marketing Service
Livestock and Seed Program
Meat Grading and Certification Branch
Occupational Safety and Health Report**

Date _____

Reference/File Number _____

Specific Location of Condition

Classification

- ☐ Imminent Danger (A condition in the workplace that could cause death or serious harm immediately.)
☐ Serious
☐ Other

Brief Description of the Condition

Employee or Representative's Signature (Optional)

Name of Person Notified

Action Taken

Supervisors Signature

Date
